

ACCESSIBILITY COMMITTEE MINUTES

Date: 4/2/2021

Time: 9:00am-10:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Josh Clearman, DeAnne Hamilton, Mary Neff, Rhonda Sample, Karrie Zylstra, Colin Dory, Alan Del Rosa (ASG Rep)

1.) CTC Update

Agnes was unable to attend the meeting, but she wanted to convey the two current issues:

- The Enable Screen Reader Mode option at the [ctcLink login page](#) does not automatically activate throughout the different pillars in ctcLink (Campus Solutions, Financials, and Human Capital Management). Until a permanent fix is in place, faculty, staff and students that use screen readers in ctcLink will need to adjust their individual preferences manually to enable the screen reader mode. Once they make the change, it will remain active until the user decides to turn the feature off.
- **Alertus beacons** – IT attended a training session on accessibility features of the Alertus emergency system. After the training, we were able to activate the computer desktop agent accessibility features, which in the event of an emergency, besides seeing the actual emergency pop up on your computer screen the actual emergency message will be read out loud. There is a similar feature for the beacons installed throughout campus hallways but it appears there might be a hefty cost associated with it. We are gathering information to determine cost feasibility

2.) Remediation of PDFs

This is a large issue that is not easy to fix. Some suggestions on how to address it include:

- Asking both staff and faculty from other colleges on their approach to fixing PDFs
- Shifting to using online forms rather than PDFs
- Fixing PDFs for accessibility is an enrollment strategy and needs to be addressed.
- This will be re-addressed during the next meeting.

3.) Class Evaluations

So far the evaluations have been a big win for accessibility. 90% of survey respondents have made their classes more accessible due to the process.

- One issue has been instructors not checking their videos for captions before submitting them. A reminder will be sent out.

4.) Training

The Wednesday Wings and Wisdom trainings are going to be 28 minutes long and focus on a single topic. Some suggestions on how to include accessibility are:

- One session covering various options for screen readers.
- Calling out accessibility options with each training topic
- Linking to the Accessibility Hub

5.) Accessibility Steward

Look into the possibility of creating a position or a permanent hub for accessibility in the library, where both instructors and students can go to receive assistance with accessibility.

- It would also be a good idea of creating a list of recourse people, a support system or a “go-to” person for specific accessibility issues.

6.) Other Issues

- a. Look into the possibility of hosting another strategic planning session retreat with Richard Wilkens as the trainer, focused on creating a work plan for dealing with the successes and challenges, and focusing on instructional sustainability. It would be great to get students involved in this process, but currently that option may be limited.
- b. The work study position is still a work in progress, and there is nothing to report at this time.